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*Office Memorandum* • **CONFIDENTIAL** UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 11 April 1956

FROM : Chief, Assessment and Evaluation Staff

SUBJECT: Weekly Report #15  
Assessment and Evaluation Staff  
4-10 April 1956

I. SIGNIFICANT ITEMS. None.

II. OTHER ACTIVITIES.

A. Office of the Chief.

The National Security Agency has agreed to cooperate in a joint testing program with CIA on a one-year trial basis. Negotiations between the professional people concerned are progressing swiftly and satisfactorily. All the details of this program will be transmitted to the Office of Security for final approval within 10 days. Coordination has been effected with PPD/OP and Chief, JOTP. One very advantageous effect is certain to accrue from the program; namely, the reaction of the universities to having one testing program which serves a double purpose.

Testing Services Branch.

The Testing Services Branch recently completed its annual re-computation grade level norm tables which serve as the basis for reporting test performance of professional and clerical job applicants to the Office of Personnel. The new norms, calculated from 1953-1955 test data, are now being used to insure currency of evaluation standards.

Training Evaluation Branch.

1. I [ ] was at [ ] on 5, 9, and 10 April to continue the preparation of evaluation material for the CE portion of the Operations Course.

2. I [ ] were at [ ] to review evaluation progress in the Operations Course. In discussing problems of interim reporting with AF/OS and DAF/OS, it was agreed at a more economical approach to interim reporting could be developed on the basis of a review of the course schedule from the point of view of the flow of evaluation material. Routine interim reports will be prepared as portions of the evaluation program become reportable rather than on a strictly calendar basis. Exceptional cases of unsatisfactory performances will continue to be reported as soon as they come to notice.

25 YEAR RE-REVIEW

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3. Chief, TEB, met with [ ] to review the proposed Cable Writing Refresher Course and to suggest a tentative program for evaluating the effectiveness of the instruction.

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4. Chief, TEB, and [ ] assisted the OFC Staff on 6 April by portraying roles in a live problem.

5. A training program covering the developmental activities of TEB and the uses in interpretation of the PETB has begun for five new members of the A & E Staff.

6. At a meeting with Chief, Intelligence School, and Chief Instructor, Course on Conference Leadership, evaluation methods for use in the next running of this course were completed and adopted. The evaluation techniques will include check-list recording of conference behavior by the instructor, critiques of student performance by instructors and students, and final evaluation ratings by both instructor and fellow students.

7. As another step in the development of objective testing devices for use in the Course on World Communism, meetings with the instructors resulted in the selection of a new group of items for experimental use in the current running of this course.

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8. Training Assistant, TEB, was at [ ] on 5 April to assist in content analyzing CE examination papers and in processing evaluation material for the Operations Course.

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### III. PERSONNEL NOTES.

1. [ ] has been detailed to the A & E Staff from EE Division for a period of from 4 to 6 months. The purpose of the detail is to provide [ ] with training in [ ] which will be used on his contemplated assignment [ ]

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